JOB DESCRIPTION

Agency	Department of Education	**Work Unit**	Project Management Office
Job Title	Senior Manager Reporting	**Designation**	Administrative Officer 7
Job Type	Full Time	**Duration**	Fixed to 30/06/2021
Salary	$106,843 - $114,941	**Location**	Darwin
Position Number	50625 **RTF** 173801	**Closing**	22/09/2019
Contact	Alex Knowler on 08 8901 4919 or alex.knowler@nt.gov.au		
Agency Information	www.education.nt.gov.au		
Information for Applicants	**Applications must be limited to a one-page summary sheet and an attached resume/cv** For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
Special Measures	Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=173801		

Primary Objective: Provide high level advice and direction in the development of reports and dashboards that utilise student and school performance data to inform strategic and operational decision making.

Context Statement: The Digital and Data division assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. The Data Analytics and Transformation team is responsible for improving analysis of key performance data for schools, regions and corporate work units, including transforming the way information is presented and used to drive business outcomes from the classroom to the boardroom.

Key Duties and Responsibilities:
1. Provide advice and leadership on complex issues in relation to school and student performance data, particularly appropriate methodologies for reporting education participation and student attainment information.
2. Advance the improvement of quality, accessibility and usability of all dashboards and reports through data governance principles, Agile methodologies and appropriate process frameworks.
3. Work collaboratively with schools and corporate work units to propose and implement practical, fit for purpose and innovative solutions to issues, including the development, testing and implementation of new systems.
4. Liaise with relevant NT and Australian Government Departments, community organisations, research institutions and the general community in relation to policy, programs and services and the Department's data needs.
5. Develop, maintain and influence collaborative relationships and networks to identify, plan, implement and evaluate activities in line with relevant policies and strategies.

Selection Criteria
Essential:
1. Demonstrated strong interpretative and analytical skills, including ability to interpret non-specific requirements, design appropriate solutions and translate these into use cases and technical specifications.
2. Demonstrated proficiency in Agile methodologies, relevant reporting and dashboard tools and programming languages and a proven ability to manipulate complex datasets from a range of sources.
3. Demonstrated ability to communicate with influence and provide appropriate, meaningful and accurate information, high level data analysis and written and oral advice for a wide variety of audiences, including successfully translating complex analyses into clear and meaningful reports and dashboards.
4. Proven ability to grow data literacy through training, analysis and working with stakeholders to better understand what the data is telling them
5. Demonstrated ability to build and maintain strategic relationships with internal and external stakeholders and interact effectively with people from diverse cultural and technical backgrounds.

Desirable:
1. Experience with Business Objects, Microsoft Power BI, Microsoft SQL Server 2005/2008, Integration Services, SQL, Visual Basic, data modelling tools.
2. Tertiary qualifications in a related discipline such as ICT, statistics or a related field.
3. Experience with some or all of the following tools and techniques: Business Objects, Microsoft Power BI, Microsoft SQL Server 2005/2008, Integration Services, SQL, Visual Basic and data modelling tools.

Further Information: The successful applicant will be required to obtain a Working with Children Clearance.

Approved: August 2019   **Alex Knowler, Director Project Management Office**